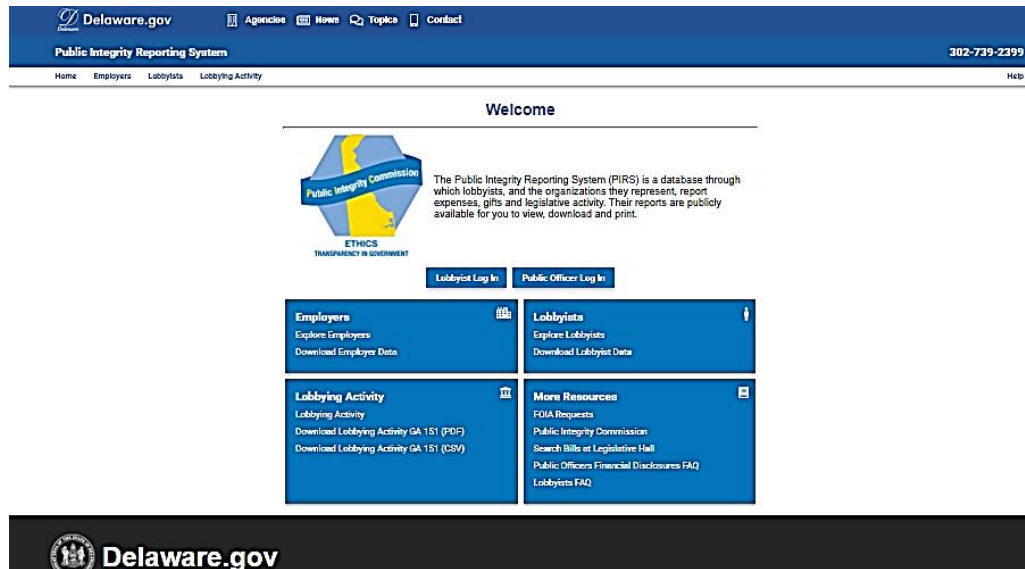## Account Setup for Lobbyists *(Existing lobbyists must also complete this step to access the new PIRS database after August 9th, 2021).*

Logging into (new) PIRS (Public Integrity Reporting System) for the first time:

1. Begin by going to https://pirs.delaware.gov

2. Click on the Lobbyist Login Button

(Continued on the next page)

3. You will be directed to the My.Delaware.Gov sign-in page similar to the one below

4. Click on the "Sign-up" link after "Don't have an account?" at the bottom of the sign-in area

5. The registration page similar to the one below will display. Note: Each lobbyist must have a separate email address, you may not use the same email address for another user.

6. Fill in the requested information and click on the "Register" button
   - When entering your Primary phone number, just provide the numbers. Ex. 3025551212

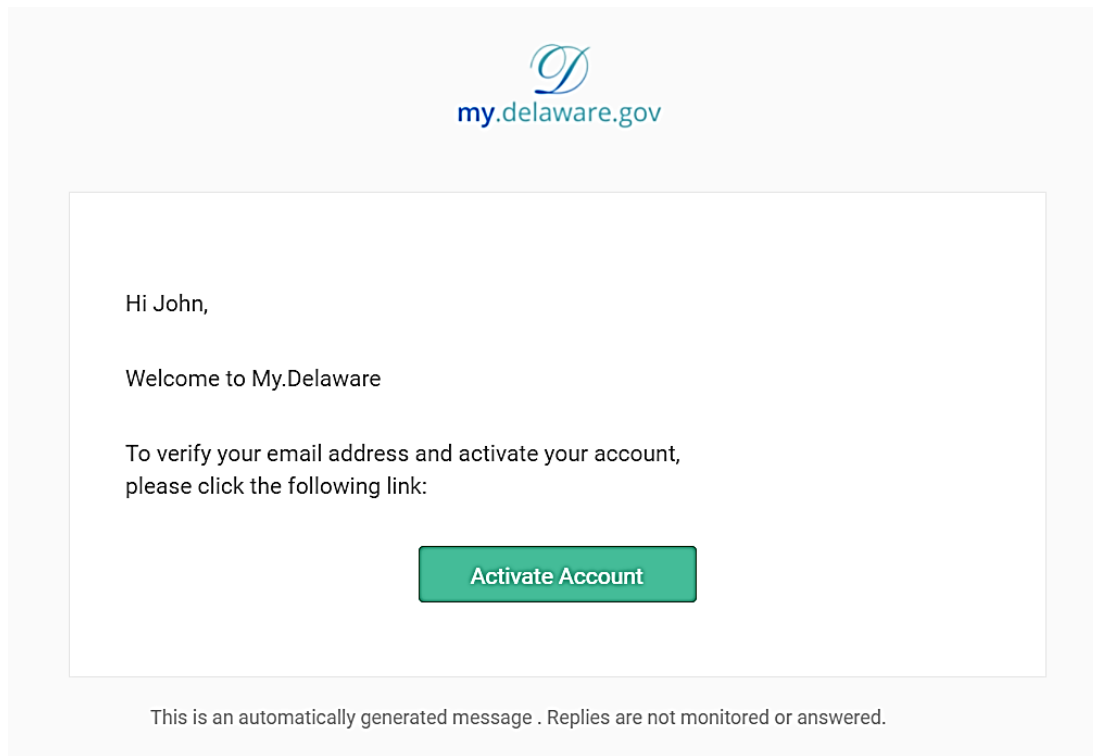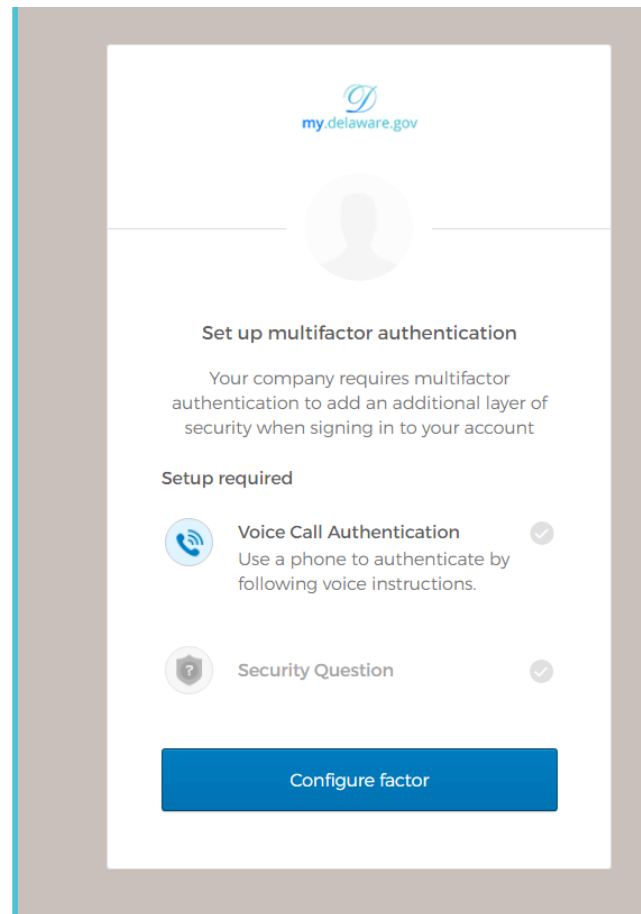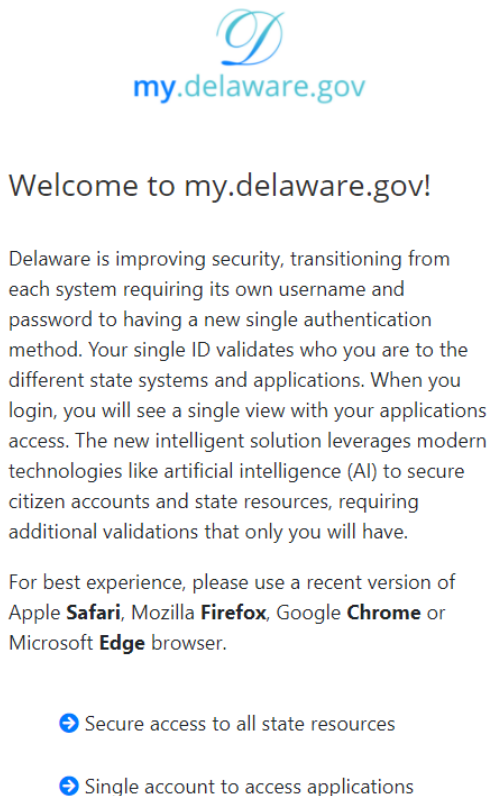7. Upon successful submission, the registration page will change to the following.

8. You can close this browser tab if you wish. Proceed to the email account you specified on the registration page and locate the email from My Delaware (NoReply@my.delaware.gov) with the subject line "Activate Account" and open the email. An email similar to the one below will display.

9. Click on the "Activate Account" button.

10. You will be returned to the My.Delaware.Gov application to specify the two required methods of multifactor identification: Voice Call Authentication and Secret Question. These will be used to verify your login and will also provide you the ability to use a different method should you forget one

11. Click on the "Configure factor" button to complete the enrollment for Voice Call Authentication

(Continued on the next page)

12. The screen will change to the following. Enter a phone number and click on the Call button

(Continued on the next page)

13. You will receive an automated call at the number specified and a verification code will be provided twice for you to enter in the Enter Code box

14. Enter the code provided and click on the Verify button.

15. The screen will progress for you to provide the second multifactor identification. Click on the "Configure next factor" button.

(Continued on the next page)

16. On the 'Setup secret question authentication page', choose one the questions from the dropdown box. Provide a value in the Answer box and click on the "Save" button"

(Continued on the next page)

17. You will be returned to the Set up multifactor authentication screen.   You may optionally choose to configure either one or both of the additional authentication methods. After you have configured all the authentication methods you chose, click on the "Finish" button.

(Continued on the next page)

18. Existing lobbyists—skip to #20. New lobbyists will be brought to the PIRS Lobbyist Profile screen, similar to the one below.

19. Fill in the information on the page and click on the "Save" button.

20. The application page will refresh to an image similar to the one below.

New lobbyists--You are now able to add an Employer. Once you have added an Employer you will be able to submit Lobbying Activity and quarterly Expense Reports.

Existing lobbyists—You will be directed to your account home page. If you do not see your home page, please contact PIC at 302-739-2399.